



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF:

11 SEP 2008

FKCC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Forces Korea (USFK) Command Policy Letter #22, Civilian Employee Awards

1. This policy supersedes USFK Command Policy Letter #22, 23 Jun 2006. It remains in effect until specifically rescinded or superseded.
2. References:
 - a. 2006 Code of Federal Regulations, Title 5, Volume I, Parts 451.
 - b. United States Code, Title 5, Chapters 12, 21, and 45, 3 January 2007.
 - c. Department of Defense Directive 1400.25-M, Civilian Personnel Manual, Subchapter 451 (Awards), 3 December 1996.
 - d. Army Regulation 672-20, Incentive Awards, 29 January 1999.
 - e. Department of the Army Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.
 - f. Air Force Instruction 36-2803, Air Force Civilian Recognition, 15 June 2001
 - g. Marine Corps Order 124351.2C with Change 1 and 2, Honorary Awards for Civilians, 18 March 1997.
3. This policy letter applies to all USFK civilian employees.
4. Civilian employees are key members of the United Nations Command (UNC), Combined Forces Command (CFC), and United States Forces Korea (USFK) team and make important contributions to the mission of UNC/CFC/USFK in Korea. I expect commanders and directors to ensure that these employees receive appropriate and prompt recognition for their achievements. Recognizing the contributions of our dedicated civilian employees is a leadership responsibility.
5. Commanders and directors should use the Incentive Awards Program to recognize their civilian employees with a variety of monetary, honorary, and time-off awards. Failure to recognize deserving civilians before they depart or to recognize noteworthy achievements in a timely manner is a failure to meet our responsibilities as leaders.

This letter can be found at <http://www.usfk.mil>

FKCC


SUBJECT: US Forces Korea (USFK) Command Policy Letter #22, Civilian Employee Awards

a. Because the review and approval process for high-level honorary awards is lengthy, every effort must be made to submit nominations requiring my approval to this headquarters at least 60 days before the planned presentation date or, if the employee is departing the command, at least 60 days before the employee's departure date.

b. Nominators should submit awards 90 days before the planned presentation date if they require approval of the Secretary of Defense, Chairman of Joint Chiefs of Staff, Secretary of the Army, Secretary of the Air Force, Secretary of the Navy, Marine Corps and US Embassy coordination.

c. I charge commanders and directors with the responsibility of managing their awards program to ensure all of our civilian employees receive deserved awards on time. Our civilian workforce deserves prompt recognition for their contributions to this command and to our country.

6. POC for this policy letter is J1 Personnel Policy and Programs Branch, DSN 723-4718, usfkj1jmod@korea.army.mil.



WALTER L. SHARP
General, U.S. Army
Commander

DISTRIBUTION:

A